



Application for RECORDS DISPOSITION STANDARD

1. Application Date 5-17-73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. 7		Date Received JUN 13 1973	Application No. 73-403	Date Completed JUN 18 1973
3. AGENCY, Division, Subdivision & Administering Office Address Ga. Dept. of Labor Labor Bldg., Atlanta, Ga. 30323 Employment Security Agency Unemployment Insurance Div. Investigation Section		4. Person to Contact Patrick A. Fridell		
		5. Working Title Chief	6. Tel. No. 656-3060	

7. ACTION REQUESTED

ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1962 to PRESENT	9. Exact Series Title Claimstakers Initial Identification Files
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10. What is the function of the office in which this record series is created? The function of the Unemployment Insurance Div. is to implement the Ga. Employment Security Law which requires that legal entities employing workers in Ga. report and pay taxes on the wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own when they comply with certain other requirements.

The Investigation Section is responsible for establishing overpayments on and making all reasonable efforts to recover any such benefits paid through error, administrative redetermination or occasioned by fraud.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents (3" X 5" Cards) relating to the identification of claimstaker's for the purpose of drafting accusation in prosecution cases.

Included are cards being specimen signature and initials of claimstakers throughout the state.

The files are arranged by local office.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
				In Office(s)		In Storage Area(s)	
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)				
5" X 8"	1		AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				5	5	3	3

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [X] []
- 14. Is there a duplication of this series in another office or agency? [] [X]
- 15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [X] []
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
- 18. Could the function be performed if the files were lost or destroyed? with difficulty [X] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
- 20. Does the record series provide data as input to an EDP file? [] [X]
- 21. Does the record series contain documentation produced as EDP printout? [] [X]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept indefinitely years:

- a. [] STATE LAW
- b. [] STATUTE OF LIMITATION
- c. [] AUDIT PERIOD
- d. [] FEDERAL LAW
- e. [X] ADMINISTRATIVE DECISION
- f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Because of the rapid turnover of claims personnel and the length of time between claimstaking to prosecution some means of identifying claims personnel is essential.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER not obsolete see below, then:

- [] Hold in the current files area _____ month(s)/ _____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [X] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.

[X] Other: (Specify) *upon termination of claims takers employment, place card in the inactive file, then cut off inactive file at end of each calendar year; then hold in current files area 2 years, then destroy.*

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. Arnold</i>	<i>6-7-73</i>	<i>[Signature]</i>	<i>5-17-73</i>
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>William M. Dizon</i>	<i>6-14-73</i>
	State Auditor/Designee [X] Approved [] Disapproved	<i>Gen. J. J. [Signature]</i>	<i>6-13-73</i>
	Secretary of State/Designee [X] Approved [] Disapproved	<i>[Signature]</i>	<i>6-18-73</i>
	Attorney General/Designee [X] Approved [] Disapproved		

STATE RECORDS COMMITTEE